

N 20-248

OCI NOTICE
No. 20-248

PERSONNEL
14 July 1971

OFFICE OF CURRENT INTELLIGENCE
GUIDELINES FOR TIME IN GRADE

1. The attached table on time in grade should be helpful in clarifying OCI's promotion policy. There are no special restrictions on discussing this information inside the office.

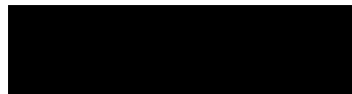
2. Please note that the averages under "Average Age at Time of Promotion" and "Months in Grade at Time of Promotion" cover a five-year period for OCI and only three years for the Agency as a whole; five-year figures for the Agency are not available. No figures for the Directorate could be obtained.

3. Average months in grade for GS-06 to GS-07, and GS-07 to GS-08 are high because of the relatively few clerical positions at these levels. The average drops sharply at GS-08 to GS-09 because of the large number of young professionals promoted quickly at this stage.

4. You will also note from these averages that the minimum time in grade figures are indeed minimum. All the same, these minimums can still be modified downward on rare occasions when exceptional performance should be recognized.

5. My overall reaction to these statistics is that the office's handling of promotions has been just about right and I see no need for major change at this time.

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RICHARD LEHMAN
Director of Current Intelligence

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Average Time in Grade and Age
Promotions GS-03 - GS-15

<u>From</u>	<u>To</u>	<u>Average Age at Time of Promotion</u>		<u>Average Months in Grade at Time of Promotion</u>		<u>OCI's Recommended Minimum Time in Grade (in Months)</u>
		<u>1966-70 OCI</u>	<u>1968-70 Agency</u>	<u>1966-70 OCI</u>	<u>1968-70 Agency</u>	
GS-03 - GS-04		19	19.2	10.8	10.2	6
GS-04 - GS-05		22.8	24.0	12.0	17.7	6
GS-05 - GS-06		24.7	26.2	17.7	25.5	8
GS-06 - GS-07		26.8	28.0	22.1	23.7	8
GS-07 - GS-08		28.2	28.0	25.5	27.7	8
GS-08 - GS-09		27.8	29.2	14.6	24.0	10
GS-09 - GS-10		28.4	31.0	15.5	28.7	10
GS-10 - GS-11		29.2	31.7	14.9	17.2	12
GS-11 - GS-12		31.2	34.7	22.1	37.7	15
GS-12 - GS-13		35.4	38.2	32.9	52.0	18
GS-13 - GS-14		38.2	41.2	39.9	63.0	24
GS-14 - GS-15		43.7	44.2	68.8	71.7	36

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